

Anderson College

MEN'S
RESIDENTIAL
LIVING
HANDBOOK

1978-'79

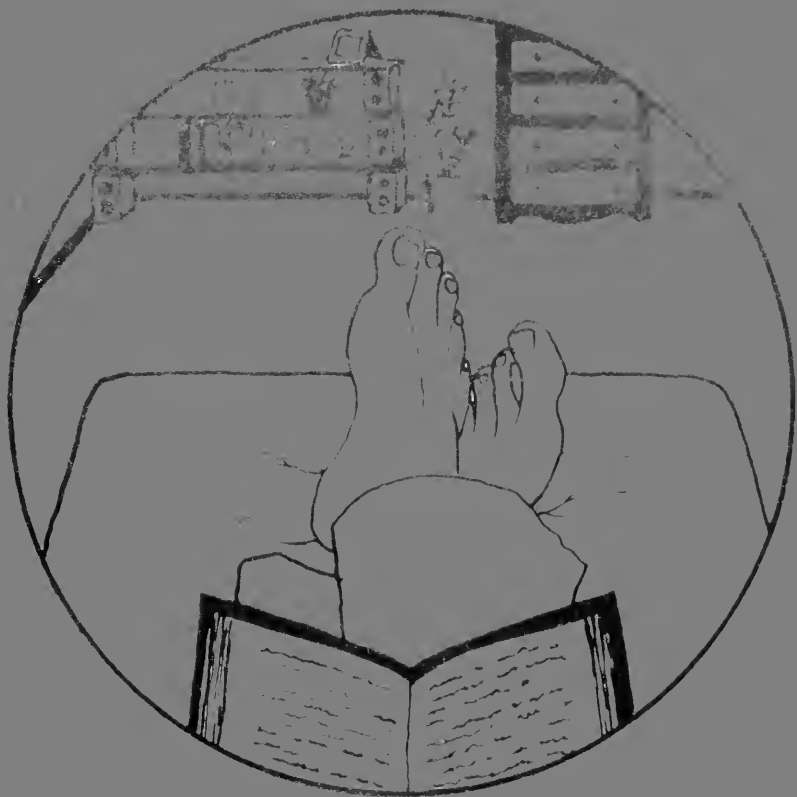


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Residential Living Staff

The Department of Residential Living is responsible for the operations and programs in all residence halls. Many constitute this staff, and all dedicate themselves to assisting the students in creating a positive, educational living experience.

Assistant Dean of Student Development

Ms. Carol Willis - Ext. 211

The Assistant Dean of Student Development is responsible for administering the overall housing program for both men and women. She and her staff are in charge of such things as roommate assignments, residence hall programs, care and maintenance of residence halls, and communications.

Director of Men's Residential Living

Mr. Charles Lawson - Ext. 350

The Director of Men's Residential Living is responsible for developing and maintaining a comfortable, safe, attractive environment where men students can develop mentally, physically, socially, and spiritually. Mr. Lawson's office is located in the second floor lounge of Lawton.

Resident Advisers

Mark Barrett - Lawton Apartment
Bobby Beville - Lawton Apartment
Terry Tritt - Rouse Apartment

Resident Advisers are staff members who live in apartments provided in the various residence halls. They are available when students have questions, personal problems, emergencies, or just need to talk to a friend. They are responsible for interpreting and maintaining the housing policy and procedures.

Resident Assistants

Jeff Brown	Lawton 301
Mark Burdette	Lawton 109
Eddie Capps	Kingsley Court B-1
Bruce Cooper	Kingsley Court B-3
Don Gibson	North 101
Mark Keith	Gym 6-A
Sammy Knight	South 201
Alfred Shaw	South 101
Paul Sims	North 201

The Resident Assistants are student leaders who are available to help guide their peers in developing a good community living situation. Students should contact their Resident Assistant for:

1. Maintenance problems
2. Medical problems after Health Center hours
3. Personal problems
4. General information or referral to available sources
5. Ideas on developing a better residence hall program
6. ~~Problems with getting into your room~~
Energy Plan

Due to the energy concerns of the nation, Anderson College must cut back on the amount of fuel consumption. Therefore, we request that each student does his part by bringing several warm blankets and sufficient winter clothing during the cold months since we will be unable to heat the rooms to the degree students have been accustomed in the past.

Orientation

Orientation is a most important time for all new students. The main objective of the orientation program is to familiarize you with Anderson College. During this time you will meet various

student leaders, administrators, faculty members, and staff personnel who want you to have an enjoyable experience at AC and are willing to help you in pursuing this goal.

During the summer you will receive the Anderson College Student Handbook. Be sure to read this carefully before coming to school in August. It should answer many questions that you already may have.

Most importantly, please enjoy yourself during orientation. It is a fun, exciting time for all!

Definition of College Housing

Anderson College housing includes conventional single sex residence halls as well as small living units accommodating as few as four and as many as ten students. All housing is within $1\frac{1}{2}$ blocks of the campus, and one may be assigned to a room in any housing unit.

Residence Hall Life

freshmen

All students except those who are (1) married; (2) veterans of more than 120 consecutive days of military duty, (3) living at home with their parents or guardian, or (4) 21 years of age or over are required to live in one of the college residence halls.

Learning to live in a residence hall is one of the first experiences you will face in college - it can be one of the most enjoyable. Living among men from many different backgrounds is quite interesting and educational.

Your Roommate

Now for the most important item in your room - your roommate. Roommates are carefully selected, and most are compatible. During July you will receive the name and address of your roommate. This gives you ample time to write and get to know each other a little before school begins. Also, this gives roommates a chance to discuss what each will bring for the room to avoid duplication. Living with a roommate in a residence hall

is definitely an educational experience in interpersonal relationships. If any conflicts should arise that you do not feel you can handle by yourself, any member of the Residential Living Staff is willing to help you.

Your Room

Rooms for freshmen and transfer students are assigned in the order in which the room deposit payments are received. Returning resident students must make their room deposit payment by March 15.

This \$50.00 deposit reserves you a room on campus, but not a specific room. The office of Student Development will contact you during the summer about your specific room assignment.

You will find that each room is equipped with a bed, dresser, desk and chair per person. All rooms have venetian blinds. You will have to share a bathroom with your suitemates. The sizes of the rooms in North and South Rouse are 12' x 14', and Lawton Hall are 13' x 15'9". Each room has one window. The rooms in Lawton Hall are carpeted. Students in North and South Rouse may be interested in bringing a rug from home.

Clothes

You will discover that the closet space in the residence hall is limited. Therefore, in order to save space, you should wait until after Thanksgiving to bring your heavy winter clothes. Many students bring under-the-bed storage chests to keep shoes or extra clothes. Most students sense how to dress

appropriately for the occasion. Dressing for comfort seems to be the rule. It is advisable to bring some dress clothes for such occasions as the President's Reception for new students during orientation week.

Procedure for Roommate Changes

It is natural for some conflicts to arise in any close relationship. In fact, by facing these problems and working towards a solution that creates a more pleasant situation for all, the roommates will grow. Therefore, the Residential Living staff feels that a certain amount of conflict in a rooming situation is healthy as long as each roommate attempts to resolve the problem in a positive way. There will be some situations where the roommates may never be happy together, no matter how much they try. Under such circumstances they must contact Mr. Lawson, the Director of Men's Residential Living, who will make a roommate change whenever possible. No room changes are to be made without the consent of Mr. Lawson.

Room Changes Between Semesters

Anyone who plans to move to another room for the following semester must make the change before he leaves for semester break.

Telephones

There are school telephones in addition to pay telephones in each main residence hall. The school telephones may be used only for on campus calls during the hours of 8:00 a.m. - 4:30 p.m. Monday - Friday. After 4:30 p.m. on weekdays and during weekends, students may make local calls on the school phone.

The pay phone numbers in the men's residence halls are:

Lawton Hall (First Floor)	225-9318
Lawton Hall (Second Floor)	225-9364
Lawton Hall (Third Floor)	225-9577
Rouse Hall (North)	225-9434
Rouse Hall (South)	225-9485
Gym Basement	225-9532

Please give your parents the number on your hall so that they will be able to get in touch with you if an emergency should arise after the switchboard closes.

Inspection

Students are expected to maintain their rooms and bathrooms in a decent and orderly fashion. A walk-through inspection of rooms will be made once a week. The day and time will be announced in advance. Room inspections are carried out by the Resident Assistants, Director of Men's Residential Living, or Resident Advisers.

Search and Seizure Policy

1. Anderson College seeks to give every student the right of privacy against arbitrary and unnecessary intrusion into his private life.
2. A search of a student's room may be made by an official of Anderson College with a written search warrant from the Dean of Student Development or Assistant Dean of Student Development. In emergency cases as long as there is "reasonable cause to believe" an unlawful activity or contraband is in the room, a search may be made without a warrant.
3. Any time it is necessary for local law enforcement personnel to enter a student's room, a search warrant must be presented.
4. The college official conducting a search shall be accompanied by at least one witness.
5. At least one roommate shall be in the room when a search is made.
6. If the search reveals an unlawful activity or contraband, the college official making the search shall present to a resident of the room and a witness a statement and/or itemized list

of the activity or contraband. A resident of the room and a witness are required to sign the statement or list, not as an admission of guilt, but to attest to what is being seized.

7. In the event that disciplinary proceedings are used against a student as a result of the search and subsequent seizure, due process will be given the student as stated in the Anderson College Student Handbook.

Breakage Fees

A deposit of \$35 is required of all students living in the residence halls. This fee constitutes a damage-loss deposit and will be refunded, less deductions, at the end of the year.

Damages

1. Students are responsible for any damages to their rooms or the furnishings of their room. The college will charge the damage to the student occupying the room or the student responsible.
2. Do not write on the walls or furnishings. Marring of the building or furnishings will be paid for by the guilty person. No nails, thumbtacks or staples will be used on the walls or woodwork. Use only masking tape which is available in the bookstore.
3. All property of the college is inventoried. The student is responsible for the furniture in his room. No furniture will be removed from the room under any circumstances without permission from the Director of Men's Residential Living.
4. Students are responsible for the community areas in their residence halls. These areas are, for example, the parlors, lobbies, halls, kitchens, etc. If there are any damages or items stolen in these

areas and the individual responsible is not identified, the damage/loss will be prorated to all students in that area.

5. At the end of the school year the students are expected to clean their rooms before vacating them. Anyone who fails to clean his room will be charged up to \$10.

Replacement Costs

Bed frame	\$44	Door (bathroom)	\$44
Box springs	44	Door (main)	60
Mattress	44	Door (closet)	40
Mattress covers	9	Light fixtures (room)	22
Ceiling tile		Venetian blinds	40
(each section)	3	Window pane	2
Chair	18	Window screen	3.50
Chest of drawers	55	Locks	50
Desk	50	Hollywood bed frames	20
Thermostat	48		

The prices listed above are based on cost figures quoted as of June, 1978. Replacement prices could be higher due to a rise in the cost of material. The costs listed above do not include labor which will be added to the cost of replacing or repairing.

Room Keys

There will be a \$2 fee for having a replacement room key made during the school year. Anyone who fails to return his room key at the end of the year will be charged \$10. The keys must be returned no later than seven days after the last final exam or there will be an automatic \$10 fine.

Post Office Box Keys

Those who have a replacement post office key made must pay \$2. If one fails to return his post office key at the end of the year, he must pay \$5.

Anyone returning his key 7 days after the last final exam will still be charged \$5.

Holidays

All residence halls are closed during official college holidays and at the end of each semester and summer school. Students are to leave campus by 4:00 p.m. of closing date and return to the halls no earlier than 3:00 p.m. on the announced opening date. Students are to vacate their residence halls within 24 hours of their last examination.

Residence Hall Responsibilities

Living in the residence hall can be quite different from living at home. Consideration for others is the keynote to responsible residence hall life. The pursuit for academic excellence is one of the main purposes of college. Therefore, quiet hours in the evening are encouraged to help the students develop good study habits.

1. Reasonable quiet is expected on the halls at all times. Absolute quiet is expected after midnight.
2. Do not hesitate to request someone to be quiet, and do not be offended if someone asks this of you.
3. Televisions, radios, typewriters, etc. should not be so loud that they disturb other residents. Music is too loud if it can be heard outside the room.
4. Cooking is not allowed in the residence hall rooms because of fire, health, and sanitation regulations.
5. Small compact refrigerators are allowed. There is a charge of \$5 per semester or \$9 per year. This is to help defray the electrical use. All refrigerators must be registered with the Director of Men's Residential Living.

6. Pets are not allowed in the residence hall.
7. You are responsible for notices in the Campus News (a weekly bulletin from the Student Development Office) and the bulletin boards. School regulations are in effect from the time you assume residence in your residence hall until you terminate your residence at the end of the school year. Any rule changes will be published in the Campus News.
8. Residence hall meetings are scheduled periodically to bring important information to you. You are required to attend these meetings.
9. You should respect the property of the college and residents and display standards of conduct which reflect consideration for members of the AC community.
10. Students who violate these standards or infringe on the rights of other residents may be subject to disciplinary action.

Penalties

The rules that exist in the residence halls are for the students' protection and should be respected as such. Residents who fail to comply with these rules and regulations are subject to a penalty determined by the Men's Residence Hall Council. Appeals for penalties may be taken to the Assistant Dean of Student Development.

More Specific Rules and Penalties

1. Water battles, water balloons, and ice battles are prohibited.
Reasons:
 - a. Potential damage to persons and personal property.
 - b. Potential damage to school property.

- c. Potential safety hazard because of slippery conditions and broken glass.
- d. Maintenance staff spends time cleaning when time otherwise would have been used to do daily routines.
- e. The activity is not constructive.

Minimum Penalty: \$10.00 fine per person involved plus charges for maintenance, repairs, time, etc. will be prorated to individuals of the group involved if it cannot be determined if a particular individual was responsible for damages.

2. Dormitory meetings are required.

Reasons:

- a. Important information is disseminated.
- b. Halls get together to discuss Residence Hall problems and concerns.
- c. Meetings fulfill a living/learning experience in that group decisions will need to be made.
- d. Provides opportunity to know others in the Residence Hall.

Minimum Penalty: \$1.00 for every meeting missed beyond the 1 free cut per year.

3. Excessive noise is prohibited.

Reasons:

- a. Residence Hall is a home to a student and should provide an atmosphere conducive to sleep and study.
- b. Students have a right to expect reasonable quiet for study and sleep.
- c. Students should respect the rights of other students for reasonable quiet.

Minimum Penalty: \$1.00 fine per person after student has been warned two times by other students. On the 3rd request the RA or Hall Representative will tell the student he/she is being fined. Mr. Lawson or Mrs. Shooter will be notified of the fine. If noise continues, there will be an additional \$1.00 fine per person per day as long as the RA or Hall Representative goes

to the room. RA or Hall Representative will use judgment as to when to call Resident Adviser or Mr. Lawson or Mrs. Shooter if students repeatedly disregard warning and fine.

Lounges

There are attractive lounges for your use. They are equipped with chairs, sofas, and study tables. The lounges are located throughout the residence halls. North and South Rouse have a lounge on the first floor. Lawton has one on each of its three floors. The lounge on the first floor is also equipped with a television for use by students in all three men's residence halls. These lounges are open to the men resident students only.

Women's Parlors

Women's parlors in Denmark and Pratt are open to men from 10:00 a.m. - 11:45 p.m. (Sunday through Thursday) and 12:45 a.m. (Friday and Saturday)

Study Areas

Lounges are also used as study areas in addition to the Johnston Memorial Library. Library hours are:

Monday-Thursday	8:00 a.m. - 10:00 p.m.
Friday	8:00 a.m. - 4:00 p.m.
Saturday	1:00 p.m. - 4:00 p.m.
Sunday	7:00 p.m. - 10:00 p.m.

Laundry Facilities

There are three coin operated washers and dryers in the basement of North Rouse. The cost is 25¢ for washers and 10¢ for dryers. Ironing boards are furnished in the laundry room, but students must furnish their own iron.

Fire Drills

There are several fire drills during the year. As soon as you hear a fire alarm, you immediately should:

- a. Close your windows.
- b. Take a towel.
- c. Leave the room. Shut the door behind you. Your hall representative and/or Resident Assistant will check the residence hall to see that everyone is out of his room.
- d. Proceed in a quiet and orderly manner through an assigned exit to a safe distance from the building.
- e. Do not re-enter the building until you are told to do so by a member of the Residence Hall staff.

Anyone who refuses to leave the residence hall when the alarm is sounding is risking his life. Anytime an alarm sounds, we are to assume that there is a real fire and act accordingly. Anyone who does not cooperate will be disciplined.

Fire Alarms and Equipment

False fire alarms are a serious offense at Anderson College. A student found guilty of pulling a false fire alarm will be fined \$100 by the college and reported to the Anderson City Police who more than likely will make an arrest. The City of Anderson's fine for causing a false fire alarm is \$200. A student guilty of tampering with the fire prevention equipment will be fined \$50. A \$2 fine is assessed to each student within a particular living unit any time there is a false fire alarm and the culprit is not identified. A reward of \$100 will be given to anyone who turns in someone who pulls a false fire alarm. A \$25 reward will be given to someone who turns in a person responsible for needlessly spraying a fire extinguisher.

Policy on Tampering With The Fire Alarm System

Tampering with the Fire Alarm System is an extremely serious matter. Therefore, anyone found guilty of this will be charged with a violation of the Student Code of Conduct. In addition, they will be responsible for the total cost of repairing the alarm system.

Towing Policy

Student cars parked in Faculty/Staff reserved places or visitor spaces, cars parked in the circle between Lawton Dorm and the Watkins Teaching Center, cars improperly parked at the entrance to the road between the Watkins Teaching Center and the Infirmary and the Watkins Teaching Center and South Rouse Dorm, and cars parked in yellow lines or blocking trash dumpsters, or cars parked behind Pratt Dorm and the Student Center will be towed away. Cars will be towed between 7:00 a.m. and 4:00 p.m. Monday through Friday. Students may park in the Faculty/Staff areas on the weekends.

CMS Garage, 1219 South Main Street, Anderson, South Carolina, will do the towing, and students will be required to pay a \$15 tow charge to CMS Garage in order to recover their car.

Motorized Vehicles

All motorized vehicles must be registered in the Director of Men's Residential Living Office and a registration decal must be displayed on the left rear bumper. Motorized vehicles and bicycles are not allowed within the buildings. Racks are provided for bicycles outside each building.

Campus Security

Anderson College hires the services of a private security company for the protection of students and college property. You can help with security by developing the habit of always locking your room and car. Anderson College cannot assume any responsibility in the event of theft in your room or car. You should check to make sure that your television, stereo, etc. are covered under your parents' homeowners' insurance policy prior to bringing them on campus. You should record the serial number of items that have them.

Sign Out Procedures

Sign out envelopes are available for all resident students. We request that students sign out whenever they leave campus. On the outside of the envelope the student should put the date of departure and when he expects to return. Inside the envelope he will state where he is going and a telephone number where he can be located. The only time any staff member will open the envelope will be in case of an emergency.

Visitation Regulations

A resident who wishes to have an overnight weekend guest should:

1. Receive permission from Mr. Lawson, the Director of Men's Residential Living, for housing clearance in advance. Overnight guests are permitted Friday and Saturday nights only.
2. Linens are to be provided by the host who will accept responsibility for his guest on the campus. Guests must comply with all college regulations.
3. Students must be on campus to be responsible for their guests.
4. All visitors who are not overnight guests must leave the dorm by midnight Sunday through Thursday and by 1:00 a.m. Friday and Saturday nights.

5. Students are responsible for obtaining a guest ID from a Resident Adviser or Resident Assistant for their weekend visitors. This slip is issued so that authorized weekend visitors may enter the residence halls after security curfew.

Useful Items to Bring

1. Bed rest study pillow
2. Laundry bag
3. Alarm clock
4. Iron
5. Extension cord and 3-way plug
6. Desk lamp and reading lamp for bed
7. Coat hangers
8. Sewing kit and scissors
9. Bulletin board

Getting to Know Day Students

Through your classes you should not only make friends with the resident students but also with the commuters. Anderson College has many commuters, and it is very important that they feel a part of the college. Often commuters feel alienated from the college because they do not live on campus and do not have much opportunity to participate in campus activities. Therefore, resident students are encouraged to get to know the commuters and invite them to participate in campus activities.

Marriages

Any student who changes his status through marriage is expected to notify the Student Development Office prior to the event. Married students are not permitted to live in the residence halls.

Dining on Campus

The Dining Room serves three meals a day ac-

ording to the following schedule:

Monday - Friday

7:00 - 9:00	Breakfast
9:00 - 10:00	Continental Breakfast
11:00 - 1:40	Lunch
4:40 - 6:15	Supper

Saturday - Sunday

9:00 - 10:00	Breakfast
12:00 - 1:00	Lunch
4:45 - 5:45	Supper

The canteen is open Monday through Friday to serve breakfast, sandwiches, salads, ice cream, etc.

There are drink and snack machines in the main residence halls.

Health Center Regulations

1. Rice Health Center is open,, with a nurse on duty, from 1:00 p.m. - 9:00 p.m. Monday - Thursday and 1:00 p.m. - 6:30 p.m. Friday.
2. On the weekends the nurse will be on call.
3. A college doctor will be in the Health Center Monday - Thursday from 5:30 p.m. - 6:30 p.m.
4. An appointment to see the doctor must be made through the nurse.
5. Only emergencies will be handled in the Health Center after 9:00 p.m. until the Center opens at 1:00 p.m. A student must contact either a Resident Assistant, Resident Adviser or the Director of Residential Living when the Health Center is not open.

6. In case of an athletic or intramural accident, a coach or the Director of Intramurals may take a person directly to the hospital for emergency treatment.
7. If a doctor recommends a person be quarantined, the parents will be notified immediately. Parents will be encouraged to take the student home for convalescence if the student lives close enough to the college so as not to cause a hardship on the parent or student. Students who live too far away will be taken care of in the Health Center.
8. A student who sees the college doctor on campus will not be billed for the doctor's services. However, if a doctor sees a student away from the campus, the student's parents will be billed unless the doctor's services are covered under the student accident insurance plan.
9. Prescriptions called in by the doctor will be delivered to the Health Center. A student must pay for the prescription when it is delivered.

Campus Behavior

All students should realize that their behavior reflects on Anderson College. Therefore, they should strive always to act in a self-disciplined, Christian manner. Especially those who choose to date on the front lawn of the campus should realize that there are some things that are acceptable in private but not in public.

Linen Service

An optional weekly linen service is available at a rate of \$22.50 per semester. Each week the service provides two sheets, one pillow case, and three medium sized towels. Students must provide their own wash cloths. Linen lockers are located in the storage room of Lawton. This room is on the first floor of Lawton facing the back of South Rouse.

Housing Limitations

Students who reside in a residence hall must maintain the status of full-time student - no less than twelve semester hours. College housing is not available to students for more than four consecutive semesters.

Paint and Decorating Policy

Students are encouraged to create their own environments by painting and decorating their rooms to suit their individual tastes. In order for them to do this, Anderson College has developed a paint policy. Anyone interested in painting his room must contact Mr. Charles Lawson to receive more information on the policy.

Academic Award

Each resident is encouraged to do his best in his school work. Each semester the hall in the men's area which has the highest grade point average is recognized by the Academic Dean.

Notes

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